



Office for Victims of Crime

**FY 1999 Discretionary Grant
Application Kit**

Due Date: May 14, 1999

March 5, 1999

Dear Colleague:

I am pleased to present the Office for Victims of Crime (OVC) Discretionary Program Application Kit for Fiscal Year 1999. The OVC Application Kit complements this year's Office of Justice Programs (OJP) Program Plan, which incorporates the program announcements of all of the OJP bureaus and funding offices, including OVC. Where the OJP Program Plan groups its announcements by theme rather than by funding source, the Application Kit advertises only those solicitations issued by OVC.

This year's OVC Application Kit offers two opportunities for organizations in the fields of health and mental health to identify and promote promising practices that enhance services for crime victims. It also invites proposals to establish Statewide victim assistance academies for victim service providers, victim advocates, and criminal justice personnel. Solicitations are requested from organizations to assist in developing strategies for individual and organizational standards of practice for the enhancement of services to crime victims. The Kit further advertises projects designed for Indian Country, including Native American victim assistance programs, a video on post traumatic stress following sexual assault, a demonstration Tribal victim-witness program, an analysis of victims' rights among Tribal governments, and two training and technical assistance projects for OVC's Native American grantees. Finally, OVC solicits applications to develop user friendly resource materials for use during National Crime Victims' Rights Week in the year 2000.

I hope the following solicitations will bring creative, collaborative proposals from the many dedicated individuals and organizations whose work touches the lives of crime victims. I also encourage you to explore the numerous funding opportunities available through the other bureaus and offices of OJP. For additional information, I invite you to review the OJP Fiscal Year 1999 Program Plan, which you will find at the OJP World Wide Web homepage at <http://www.ojp.usdoj.gov>.

Kathryn M. Turman
Acting Director

Office for Victims of Crime (OVC) Competitive Discretionary Grant Programs for 1999

Directions for Requesting Information and Application Kits

Each of the programs described in Section I, Program Announcement, is assigned to an OVC Program Manager who has carefully researched and developed the solicitation. For specific questions about a particular program, please contact the appropriate Program Manager whose name and telephone number are listed at the end of the solicitation. For general information, please call Diane Wells at 202-616-1860 or Yvonne Jones at 202-616-3566.

If you or your organization plan to publicize this kit or any of the programs described in journals, periodicals, or newsletters, on the Internet, or in any other form, contact the Program Manager responsible for that program and verify the information you plan to make public. Incorrect and misleading information published about the goals of OVC's discretionary programs in prior years has resulted in grant applications that are unresponsive to the solicitation and cannot be considered. We wish to avoid this waste of applicants' resources.

To request additional application kits or forms, call the OVC Resource Center at 1-800-627-6872, the OVC Reply Line at 202-616-1926 or TTY 202-514-7863, or write to Office for Victims of Crime, 810 Seventh Street, NW, Washington, D.C. 20531-0001. The Application Kit is also available on the World Wide Web from OVC's homepage at <http://www.ojp.usdoj.gov/ovc/>.

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Introduction to OVC

The Office for Victims of Crime (OVC) was created by the Victims of Crime Act of 1984 (VOCA) to improve our nation's response to crime victims. OVC is one of five bureaus within the Office of Justice Programs (OJP) and works closely with these other components—the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office of Juvenile Justice and Delinquency Prevention—to support programs that benefit crime victims.

OVC administers formula grant programs that support a network of victim assistance and compensation services; manages discretionary grants for training, technical assistance, and demonstration programs to benefit crime victims; and creates direct service programs for victims of Federal crimes.

All of these programs are funded by the Crime Victims Fund, which comes from the fines, penalty assessments, and bond forfeitures of Federal criminal offenders—not from tax dollars. Deposits in the Fund for FY99 total over \$324 million dollars. Of this amount, about 90 percent is distributed directly to the States in formula grants to help fund critical victim assistance and compensation programs. Approximately \$9.4 million is available this year in discretionary funds to support diverse training and technical assistance efforts, services for Federal crime victims, and demonstration programs. In addition, under the Children's Justice and Assistance Act, \$1.5 million is allocated for programs to improve the handling of child abuse cases in Indian Country.

Recently, OVC supported the development of a comprehensive plan that identifies public policy issues affecting crime victims and recommends initiatives to improve rights and services for crime victims. This document, *New Directions from the Field: Rights and Services for the 21st Century*, recommends what the nation should strive to achieve for victims as we enter the 21st century. OVC used these recommendations to develop the strategy for its FY 99 Discretionary Grant Program Plan.

Competitive Discretionary Grants for FY 99

This kit describes all of OVC's competitive discretionary grant programs for FY99 and contains the application materials and directions to apply for these grants. This kit does not include descriptions of continuation projects and nongrant activities. A summary description of all of OVC's discretionary activities for FY99 is included in the *Office of Justice Programs (OJP) Fiscal Year 1999 Program Plans* (OJP Program Plan).

OJP's Program Plan includes plans for OVC, the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office of Juvenile Justice and Delinquency Prevention. Information on crime victim initiatives is included in Chapter 7 of OJP's Program Plan. The OJP Program Plan contains short descriptions of new and continuing projects and initiatives; it does not contain application materials

for OJP competitive grant programs. Order the OJP combined program plan by contacting the National Criminal Justice Reference Service at 1-800-421-6770 or by visiting the OJP homepage at www.ojp.usdoj.gov under *What's New*.

Application Process

This application kit provides the necessary information and guidance for preparing and submitting an application for an OVC discretionary program award. Section I of the application kit contains solicitations for competitive programs. Section II presents general application requirements and includes the required application forms. To receive additional application kits, please call the OVC Reply Line at 202-616-1926 or write to the Office for Victims of Crime, 810 7th Street NW, Washington, DC 20531-0001. The Application Kit may also be downloaded from the OVC homepage on the World Wide Web at <http://www.ojp.usdoj.gov/ovc/>.

Due Dates and Application Submission

Applications for competitive programs must be postmarked or receipted by private carrier no later than **Friday May 14, 1999**. Hand-delivered applications must be received by 5:00 p.m. on May 14, 1999.

Mailed applications should be sent to the Office for Victims of Crime, 810 7th Street NW, Washington, DC 20531-0001. For applications sent by Federal Express, use the zip code 20001. Federal Express uses a different zip code. The point of contact for hand-delivered applications is Mr. Howard McClam in Room 3204 (Mailroom), 810 7th Street NW, Washington, DC 202-307-5881. **OVC will not grant extensions of the due date or accept faxed submissions.**

Eligibility Requirements

Applications are invited from public agencies, including colleges and universities or nonprofit organizations. Applicants must demonstrate that they have the expertise and prior experience to successfully complete the project for which they are applying. Some of the program announcements in this kit list additional eligibility requirements specific to the goals of the particular program. For example, applicants for the *Victim Assistance in Indian Country Discretionary Grant Program* solicitation must be Indian Tribes, Tribal organizations, or organizations that provide direct services to victims of crime on Indian reservations that are under Federal jurisdiction.

Applicants who have questions about grant application requirements or who need assistance in completing the forms may contact Diane Wells, Administrative Officer, at 202-616-1860. For further information about specific grants, applicants may contact the OVC project manager identified at the end of the program description.

Section I: Program Announcement

Action Partnerships with Professional and Membership Organizations

Award Amount. \$300,000 total. Awards range from \$50,000 to \$75,000 per grant, with \$150,000 designated for mental health-related projects, and \$150,000 for healthcare-related projects.

Award Period. 12 -24 months (applicant's discretion).

Goal. The goal of the grant is to improve services to crime victims from healthcare and mental health professionals.

Purpose. The purpose of the grant is to develop or improve the capacity of members of national scope healthcare and mental health professional and membership organizations to respond to the needs of crime victims. This purpose is in keeping with recommendations in OVC's action plan for the victim assistance field, *New Directions from the Field: Victims' Rights and Services for the 21st Century*, that address incorporation of crime victimization issues in the training and protocols of mental health and medical professionals.

Background. In past years, OVC funded a series of innovative, national-scope projects with professional and membership organizations. These projects focused on developing and improving the capacity of their members to respond effectively to the needs of crime victims through activities that provided information and training to their members on crime victims' rights and needs. Healthcare and mental health practitioners frequently interact with crime victims, although they may not have been formally trained in the best ways of doing so. Chapter 7, *Health Care Community*, and Chapter 8, *Mental Health Community*, in *New Directions* include several recommendations regarding the need for training of healthcare and mental health providers and decision-makers. *New Directions* can be viewed on the OVC website at: <http://www.ojp.usdoj.gov/ovcl>.

Program Strategy. Healthcare and mental health practitioners need to be sensitized and educated on the dynamics of victimization and its impact on victims, their families, and the community. Training and education on victimization should begin during practitioners' initial education in professional schools, followed with continuing education and information throughout their professional careers. To address this need, OVC invites proposals to develop quality, State-of-the art training or training materials at the professional or continuing education level, or to develop professional guidelines for protocols and procedures that improve healthcare and mental health responses to crime victims. This solicitation targets organizations representing healthcare, healthcare administration, public health, managed care, and mental health professionals who provide or direct life-line services to crime victims. Examples of activities that OVC may fund under this grant proposal include, but are not limited to, the following:

- Development of tracks of training or intensive, individualized seminars at national conferences sponsored by organizations that provide training, continuing education, or certification to their members. Objectives of this training are to increase members' understanding of the impact of crime victimization and related issues and to develop or enhance their members' ability to serve victims

effectively. Follow-up support and consultation that reinforces the objectives of the training should be an integral activity of any training initiative.

- Development and strategic dissemination of products or materials, such as videotapes; interactive CD-ROM software; newsletters; special editions of periodicals devoted to victimization issues; handbooks; policy, procedure, and protocol manuals; and training curricula that provide members of an organization a better understanding of crime victimization issues and improve their ability to respond to crime victims.

Applicants should ensure that their proposed products or activities do not duplicate existing resources. This does not preclude applicants from adapting or expanding available resources to meet the specific needs of the targeted professional group for training and information on crime victimization. Applicants who request funding to support regularly occurring or previously scheduled conferences must clearly demonstrate that requested funding will not supplant existing funding, and will result in new training activities and/or materials that focus on crime victimization issues.

All interim and final products are subject to OVC review and approval. As part of the review process, OVC may ask other agencies within the Department of Justice to review and provide substantive feedback on all products produced as a result of this project. All products may also be subject to an external peer review process.

With some exceptions (such as mailing costs for periodical subscriptions), OVC will assume responsibility for the duplication and dissemination of products and materials, such as brochures, videotapes, or training curricula. If a videotape is produced, the grantee will provide OVC with a master copy of the videotape as well as all video footage taken during the development of the video. The grantee will provide OVC a copy of any written materials in hard copy and on disk in WordPerfect format. Materials must be in final draft form and may be further edited and formatted by OVC.

Eligibility Requirements. Applicants must represent a nonprofit, national-scope membership, professional, or affiliation group and must demonstrate the financial and organizational capability to manage this project. Local and State chapters of a national-scope group are eligible to apply if the proposed project activities and/or materials are relevant to chapters across the nation, can be readily replicated by other chapters, and a strategy for disseminating information on the project to other chapters is included in the proposal. Applicants should review the eligibility requirements described in Section II of this application kit. In addition to these requirements, applicants must convincingly document the following in their proposal:

- Expert understanding of crime victimization issues coupled with a strong commitment to serving victims of crime
- Understanding of the professional and/or continuing education process for the targeted professional group; or understanding of the development and integration of protocols or guidelines in the targeted professional field
- The expertise and standing to develop products or activities with professional credibility that will be accepted and readily integrated into the initial or continuing

education requirements or professional standards of the targeted mental health or healthcare practitioners

Application. Applicants must follow the guidance provided in Section II, Instructions for Application Narrative. Applicants are reminded that VOCA funding cannot be used to support research, prevention, or offender-oriented services or activities.

Application Due Date. Friday, May 14, 1999

Contact Person. Joye Whatley, 202-305-1715 and 202-514-7863 (TTY only). E-mail: WhatleyJ@ojp.usdoj.gov.



Victim-Oriented Practices in the Healthcare Community

Award Amount. \$75,000.

Award Period. 18-24 months (applicant's discretion).

Goal. The goal of this project is to improve services to underserved crime victims in healthcare settings.

Purpose. The purpose of this project is to develop resource materials for the healthcare community to promote the replication of inclusive, effective responses to underserved crime victims.

Background. Responding effectively to victims of crime requires the dedicated efforts of many professionals, including those in the healthcare community. Crime victims suffer psychological trauma, and all too frequently, long term health consequences as a result of their victimization. The provision of sensitive, effective care in clinical settings is a critically important response to victims in the aftermath of crime. Yet, many victims - low-income, minorities, those in rural areas or inner cities, those with disabilities -- do not receive needed medical and other support services to help them begin and continue the process of physical and emotional healing.

Program Strategy. This project will fund the development of a report that: (1) describes problems and barriers in identifying and caring for underserved crime victims in a variety of healthcare settings; and, (2) details inclusive, victim-oriented practices developed by healthcare organizations and professionals in response to these victims' needs. Funding will also support a companion videotape that illustrates some of the victim-oriented practices described in the report. By using a variety of settings and responses to emphasize the important role of healthcare organizations and professionals in recognizing and caring for these underserved victims, this report and videotape should appeal to a broad spectrum of the healthcare field.

Underserved victims may be categorized by the type of crime (for example, drunk driving, sexual assault, child abuse victims, etc.) as well as the demographic characteristics. (For example, status as non-English speaking residents, persons with disabilities, senior citizens, members of racial or ethnic minorities, or residents of rural, remote, or urban areas, etc.). To underscore the national scope of this project and its appeal to a broad array of healthcare practitioners, the grantee should address several groups of underserved victims and describe a variety of healthcare responses designed to assist them. Healthcare responses are not limited to strictly clinical applications, but could include, for example, innovative, victim-oriented practices implemented by healthcare administrators in the insurance or managed care sectors.

Project tasks include the following:

- Conducting a national-scope search for inclusive, victim-oriented practices in the healthcare field that focus on underserved crime victims
- Developing a report, to be published as an *OVC Bulletin*, that outlines the obstacles to identifying and caring for underserved crime victims in the healthcare arena and describes innovative, inclusive practices and strategies

developed by healthcare organizations and professionals to ensure that these victims are identified and have access to healthcare and other needed services

- Producing a 15-20 minute videotape that outlines the issues and vividly illustrates representative examples of the responses described in the report
- Generating a strong dissemination plan that identifies an effective means for distributing the developed products, as well as a list of appropriate recipients; this dissemination plan should extend beyond a generalized sharing of information, targeting organizations and institutions that act as change agents within the healthcare community
- Evaluating the effectiveness of the produced materials in heightening the understanding and awareness of healthcare professionals toward underserved victims' needs and issues

All interim and final products are subject to OVC review and approval. As part of the review process, OVC may ask other agencies within the Department of Justice to review and provide substantive feedback on all products produced as a result of this project. All products may also be subject to an external peer review process.

OVC will assume responsibility for duplication and dissemination of the report and the videotape; therefore, only expenses associated with dissemination of *information* on the project (such as conference or workshop presentations) should be included in the budget. Expenses related to the duplication of a small number of videotapes for retention and use by the grantee as part of the dissemination plan will also be allowed. The grantee will furnish OVC with (1) a master copy of the videotape as well as all video footage taken during the development of the video, and (2) a well-written report (in hard copy and on disk in WordPerfect format) that will be edited and formatted by OVC for publication as an *OVC Bulletin*. Applicants are advised to review examples of previous *OVC Bulletins* on the OVC Website at: <http://www.ojp.usdoj.gov/ovc/>.

Eligibility Requirements. Potential applicants should review the eligibility requirements described in Section II of this application kit. In addition to these requirements, applicants' proposals must convincingly document the following:

- A knowledge of the complexities and make-up of the U.S. healthcare field that will ensure the production of products with professional credibility and the development of a strategically oriented, effective dissemination plan
- A strong understanding of crime victim issues
- Expertise in professional quality videotape production (or in contracting for videotape production)

Application Due Date. Friday, May 14, 1999

Contact Person. Joye Whatley, 202/305-1715, 202/514-7863 (TTY only). E-mail: WhatleyJ@ojp.usdoj.gov.

National Crime Victims' Rights Week Kit (Cooperative Agreement)

Award Amount. \$100,000.

Award Period. 12 months.

Goal. The goal of this project is to heighten and support public awareness of crime victim issues nationwide.

Purpose. The purpose of this project is to produce ready-made, adaptable resource materials such as posters, model speeches, press releases, a public service announcement, and commemorative activities for use during National Crime Victims' Rights Week 2000.

Background. Each April since 1982, National Crime Victims' Rights Week has been formally designated and commemorated at the Federal level. The Federal observance coincides with rallies, vigils, and public education campaigns staged in communities across the nation. The widespread observance of the event presents a unique opportunity to articulate a consistent and unified message about the plight of our nation's crime victims and to draw attention to the work of advocates and activists seeking to restore balance to the administration of criminal justice.

Program Strategy: This solicitation invites applications for one grantee to conceptualize, develop, and produce a user-friendly National Crime Victims' Rights Week Kit for use by victim service providers, advocates, elected leaders, and the general public. Project tasks and deliverables will include the following:

- Regular meetings with OVC project staff to review and discuss kit components and draft materials, including a videotaped public service announcement
- An outline of the proposed kit's components and a description of its unifying theme or themes
- A plan for incorporating materials from national victim advocacy organizations
- Drafts of written, graphic, and audio-visual materials, including posters, cover art, and videotapes
- A plan for developing and printing 10,000 copies of the kit, 500 posters, and 10,000 videocassette case covers
- A camera-ready, graphics-quality resource kit on disk and hard copy, ready for mailing by mid-January 2000
- A videotaped public service announcement advertising National Crime Victims' Rights Week
- A plan for reproducing 10,000 copies of the videotaped public service announcement

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- A survey designed to measure user-satisfaction and a plan for soliciting feedback

All interim and final products are subject to OVC review and approval. As part of the review process, OVC may ask other agencies within the Department of Justice to review and provide substantive feedback on all products produced as a result of this project. All products may also be subject to an external peer review process.

OVC will assume responsibility for dissemination of all products, including the kit, the posters, and the videotape; therefore, do not include costs associated with the mailing of these items in the project budget.

Eligibility Requirements. Eligible applicants must demonstrate the following: organizational and financial capability to complete this project successfully in the allotted 12-month period; basic knowledge of victim issues; and, previous public relations experience.

Application. Applicants must follow the guidance provided in Section II, Instructions for Application Narrative.

Application Due Date. Friday, May 14, 1999

Contact Person. Bill Brantley, 202-616-3574. E-mail: Brantley@ojp.usdoj.gov.

State Victim Assistance Academies (Cooperative Agreements)

Award Amount. \$140,000 for four planning grants at \$35,000 each. Based upon grantee performance and the availability of future funds, continuation funding will be available for two subsequent years. Second year funding is projected at \$100,000 each and third year funding at \$60,000 each. A financial and/or in-kind match for 25% of each year's grant will be required. In addition to funding, OVC will ensure that technical assistance is from OVC's National Victim Assistance Academy project staff and faculty is made available to grantees to assist in this multi-year effort.

Award Period. 12 months with the potential for an additional 24 months.

Goal. The goal of this grant program is to assist States in developing effective strategies for establishing State Victim Assistance Academies (SVAA).

Purpose. The purpose of this grant is to support State efforts to provide comprehensive, academically-based, fundamental education for victim assistance providers, victim advocates, criminal justice personnel, and allied professionals who routinely interact with victims of crime.

Background. The victim assistance movement has grown significantly in the last 15 years. Victim assistance programs have become part of the nation's criminal, Tribal, military, and juvenile justice infrastructure. Victim service providers, victim advocates, and allied professionals with a wide variety of practical experience, training, and education are now working in many settings from District Attorneys' offices to correctional institutions to battered women's shelters and rape crisis centers. A growing awareness among practitioners of the complex needs of crime victims has resulted in a demand for more coordinated, multidisciplinary responses. The establishment of SVAA's would provide a comprehensive, basic-level victim assistance curriculum to victim service providers and allied professionals which would greatly enhance their professional efforts.

Recognizing the need for a high quality curriculum, OVC funded the development of the first National Victim Assistance Academy (NVAA) in 1995. The Academy is coordinated by the Victims' Assistance Legal Organization (VALOR). The 1999 Academy sites include the following: California State University, Fresno; the Medical University of South Carolina, Charleston; University of New Haven, CT; American University, Washington DC; Washburn University, Topeka, KS; and most recently, Sam Houston State University, TX. When NVAA was launched, one of OVC's long-range goals was to encourage a victim assistance course of study in colleges and universities across the country.

In FY 98, Michigan State University submitted a concept paper to OVC to establish a SVAA. With OVC funding, supplemented with university and State VOCA funding, Michigan held the first OVC-sponsored State academy in August 1998. Faculty members from the NVAA provided technical assistance and resource material, and Michigan adapted part of the the NVAA curriculum to meet the needs of advocates and practitioners in Michigan. The university, in partnership with the Michigan victim assistance community, intends to continue to sponsor an academy annually.

This solicitation is intended to encourage similar initiatives in other States with the ultimate goal of establishing a nationwide network of State academies capable of meeting the foundation level educational needs of a broad range of victim assistance providers and allied professionals.

Program Strategy. This solicitation will support four States in phase one of the establishment of a State academy. The overall 3-year project has several core components which are listed below:

- Formation of a diverse planning/steering committee of victim assistance, criminal justice, and social service professionals to plan the development of the SVAA (year 1)
- University/community planning and implementation of the SVAA with a combination of Federal, State, and local funding (year 1)
- State specific curriculum design (year 1 and 2)
- Academy presentation and project evaluation (year 2)
- Presentation of a second academy with decreased Federal funding and increased State and local funding (year 3)
- State academy staff availability for technical assistance and mentoring to other State academy grantees through funding provided by OVC's Training and Technical Assistance Center (TTAC)(Year 3)
- Independent State funding and continued availability of State academy staff for technical assistance and mentorship to other interested State academy grantees (year 4 and beyond)

In addition to funding, OVC will support the four grantees by providing access to the following throughout the course of the grant:

- Opportunity to attend the NVAA, where special training will be provided on ways to conduct academies
- The NVAA curriculum, technical assistance, and logistical materials
- NVAA's Train the Teacher course for faculty or State staff who will serve as instructors at State academies
- Informational material available through OVC's Resource Center
- Specialized teaching faculty for the academy provided through OVC's TTAC

Since FY 99 funding is intended to support year 1 planning activities, this solicitation will focus on describing year one tasks and product requirements.

1. Planning/Steering Committee

A major task during phase one is to establish a diverse planning/steering committee to plan and manage the project. As the response to victimization increasingly requires partnerships among multiple providers, the composition of a planning/steering committee should mirror these partnerships. At a minimum, commitments of support for establishing a State academy will be needed from the State VOCA Victim Compensation and Assistance Administrators, an accredited college/university, the State Attorney General's office (where applicable) and key Statewide victim advocacy coalitions and groups. Coordination with the U.S. Attorney's office is recommended. This broad-based, diverse support is critical to ensure the success of the project in year 1 and beyond, and will be one of the criteria for continued OVC funding.

2. State Training Assessment

Some States have recognized the diversity of the victim assistance workforce and have established minimum training requirements for their victim assistance providers, while others have already sponsored educational programs. The steering committee should oversee an assessment of existing State-sponsored educational initiatives and victim assistance training resources, determining how existing training initiatives and resources will combine with or complement the SVAA.

3. Partnership with Academia

Establishing a partnership with the academic community is essential and involves several components, including the provision of academic credit through an accredited college or university; the establishment of a college/university as the host site; and, the use of expert faculty to develop State-specific curricula and to oversee the Academy. A college/university should also be able to provide in-resident faculty; low-cost dormitory housing and dining facilities; large and small classroom space to accommodate both plenary and smaller breakout groups; and, a computer laboratory with Internet access and sufficient computers to allow students to effectively participate in a "hands-on" demonstration of the use of technology to enhance service capabilities.

4. Curriculum Design

The NVAA curriculum is a 45-hour course with a text of over 600 pages. Updated annually, the text has been reviewed by the California State University and Medical University of South Carolina faculties and approved for academic credit through their criminology and psychology departments respectively. The text covers 36 subject areas and serves as the basis for the course curriculum. Each chapter contains an abstract, learning objectives, and a self examination. Chapters also include relevant research, current statistical overviews, and summaries of relevant Federal and State legislation. The text also covers the historical background of each topic, including its evolution and current societal status. The course format includes lectures and discussions, experiential exercises, working group assignments, interactive on-line computer experience, and self-examinations for each issue area. The NVAA considers interactive exercises that help students apply this knowledge are considered essential. The Michigan State Academy also used interactive learning techniques.

The goal of this grant is to provide a comprehensive, basic-level knowledge base to victim assistance providers, victim advocates, and criminal justice personnel. OVC expects the NVAA syllabus will provide the core of the State academy's curriculum, with each State adding State information, elective courses, and interactive exercises as deemed necessary.

As the NVAA curriculum has been carefully developed and tested through multiple presentations, OVC will not fund the development of new and separate educational curricula. However, States receiving funding under this solicitation are encouraged to use a small portion of the planning grant and year 2 funding to develop State-specific supplements and interactive exercises.

5. Student Selection

In year 1 of the grant, the steering committee should begin to formulate the student selection criteria, including a method for screening students, and finalize the process in year 2. The Michigan Academy encouraged attendance by community "teams" of providers to help promote a coordinated community response to crime victimization. At the NVAA, a selection committee chooses students after reviewing students' applications and two letters of recommendation. In their selection criteria, grantees are encouraged to emphasize student diversity based on geographic location, demographics, and professional agency affiliation.

6. Staffing Issues

The steering committee should also address staffing issues, including the type and number of staff needed to plan, organize, and manage the State academy. In addition to choosing staff to direct the project and to provide administrative support, the committee should address the selection of teaching faculty and determine which courses will be taught by college/university faculty and which can be presented by local agency and advocacy group representatives. OVC encourages a blend of practitioners and academicians. Finally, the committee must identify a method for helping teaching faculty develop presentations with an interactive format. The NVAA Training of Teachers course, which incorporates State-of-the-art adult learning principles into a universal training format, will be available as a resource in this effort.

7. Financial Plan

Another first year activity must include the development of a viable financial plan for continued match of OVC Federal funds in years 2 and 3, and for continuation of the SVAA in years 4 and beyond. Although VOCA funds cannot be used as a match for this grant, OVC has issued guidance to State VOCA administrators authorizing them to make available a percentage of their one percent training dollars and five percent of their administrative funds to supplement OVC funding for the development and implementation of State academies.

8. Product Requirements

At the end of the first year, OVC will require each grantee to create a guide describing the year 1 planning phase. The guides must be submitted to OVC; they will be used to

provide technical assistance to other States interested in establishing State academies. The guide should, at a minimum, describe: 1) the process of selecting and organizing the steering committee; 2) the process of obtaining support from State victim assistance providers, victim advocates, and criminal justice personnel; 3) the strategies for overcoming the inevitable challenges of establishing a State academy; 4) the process of obtaining financial support; 5) the scope and findings of the training assessment and what effects it had for the planning process; and, 6) the process for developing the State-specific materials to supplement the NVAA core curriculum.

Eligibility Requirements. Only one application per State will be considered. Eligible applicants must demonstrate (in writing) the following:

- Commitment from the State VOCA Victim Assistance and Compensation program offices in which they agree to help develop the academy, including the provision of financial support after completion of the three-year Federal grant
- Commitment from an accredited college/university to host and promote the State academy; provide academic credit; provide room and board for students; provide classrooms and a computer lab; and, with assistance from the steering committee, oversee the planning, implementation, and evaluation of the project
- Commitment by applicant to meet with OVC, NVAA, and other SVAA grantees at the beginning of the grant period to share planning strategies and clarify implementation issues
- Commitment by applicant to meet with other SVAA grantees and OVC at the end of first year funding to share planning processes, lessons learned, future goals, future technical assistance support needed, and second year implementation strategies

Application. Applicants must follow the guidance provided in Section II, Instructions for Application Narrative.

Application Due Date. Friday, May 14, 1999

Contact Person. Marilyn Keel, 202-616-3575. E-mail: KeelM@ojp.usdoj.gov.



Victims' Services Professional Development

Award Amount. \$150,000.

Award Period. 12 -18 months.

Goal. To provide a “think tank” forum in which the field of victim services can develop practice standards (both organizational and individual) and a framework for implementation of consistent, quality services to crime victims.

Purpose. To convene a broad consortium of national and state leaders from the victim services field who will develop strategies for establishing individual and organizational practice standards for the enhancement of the quality of services available to crime victims.

Background. The field of victim services has matured considerably over the last decade. Through its national scope training and technical assistance efforts, the Office for Victims of Crime (OVC) has kept pace with this forward progression of the victims' movement by supporting a variety of initiatives designed to gain understanding of the needs of crime victims and of those diverse individuals and organizations who serve them.

On December 9, 1996, OVC held a focus group to identify ways OVC and the victim services field might proceed to professionalize services offered to victims of crime. Participants' views varied widely on the best ways to professionalize the field. However, the focus group did urge OVC to maintain a central role in furthering the national goal of professionalizing the field and to support the development of practice standards for victim service providers. In addition, OVC has obtained extensive feedback from the field on a myriad of other important issues through the creation of a voices from the field document titled, *“New Directions from the Field: Victims' Rights and Services for the 21st Century.”* The contributors to this document recommended that a national commission be established to develop certification and accreditation standards for those working in the victim advocacy and assistance field. (Chapter 6, “New Directions for the Victim Assistance Community”)

Victim service providers frequently face difficult legal and ethical issues in their day-to-day work. To assist, many states are taking steps to establish minimum training requirements and/or certify victim advocates. Several universities have developed departments, programs, curricula, and courses on victimology or victims' rights and services. The rapid development of ideas, services, and programs has fragmented the field into a proliferation of different approaches and goals for assisting victims. OVC seeks to facilitate the development of a strategy that will:

- Combine this patchwork of practice and education
- Infuse it with the diverse voices of experience from across the nation
- Identify the common ground and goals that will move the field forward through cooperative, collaborative approaches to achieve a standard quality of service to crime victims

Program Strategy. This solicitation invites applicants to develop an effective method to convene the leadership organizations of the victims' field and to facilitate exploration of service standards and training and collaborative practices. In addition, OVC expects a thoughtful plan that addresses methods for obtaining input from the diverse field of victim service providers (both paid and volunteer). The applicant should address the following tasks:

- Identify and compile a compendium of existing practice standards, certification programs, and education programs for training victim service providers
- Identify, in partnership with OVC, national and state leadership organizations and individuals in the victim services field with experience in establishing standards and/or programs that support training development
- Convene and facilitate a "think tank" forum to examine the issues of practice and program standards and certification
- Convene subcommittees to explore and report on key issues affecting professional development in the field
- Conduct geographically dispersed "town hall" meetings to gather practice-based input from diverse victim service providers, organizational representatives, state coalition leaders, local advocacy groups, etc.

Products/Deliverables. At a minimum, the final products will include the following:

- A compendium of existing standards and education programs for training victim service providers
- A standard for practice that defines both minimal skill levels for victim service providers and organizational standards
- A practical *Strategies for Action Kit* that includes a self-assessment tool, highlights of promising practices, preferred standards, and educational requirements and resources

Eligibility Requirements. Eligible applicants must demonstrate documented experience with strategic planning, consensus building, group facilitation, and an understanding of the implications and processes involved in the development of standards and training for national and professional organizations. Applicants must demonstrate a general knowledge of victimization issues and the organizational capability to convene a diverse group, manage the group process, accurately record the proceedings, and develop a lucid, precise plan for future action.

Application Due Date. Friday, May 14, 1999.

Contact Person. Olga Trujillo, 202-616-3585

VICTIM ASSISTANCE IN INDIAN COUNTRY (VAIC) DISCRETIONARY GRANT PROGRAM

Award Amount. \$40,000–\$60,000 range for the first year, with continuation funding for a second and third year, contingent upon the grantee's performance, the success of the project, and the availability of Federal funds. Tribes may apply for funding above the \$40,000–\$60,000 range; however, they must document this need. For example, they should use statistics showing the number and types of victims served, the number of staff needed, and number and types of cases handled. Data must concretely show that the additional amount is needed to provide direct services to victims of crime.

OVC has allocated \$1,000,028 for this initiative in FY 1999 and anticipates funding up to 20 grants. Funding support may be provided for up to three years. For each of the three eligible funding years, the Tribal program will be reviewed for its development and success. If the program is meeting its objectives, it may remain eligible for up to three years of funding.

An in-kind match is required each year. The purpose of the in-kind match is to obtain Tribal commitment to the program to ensure its continuation after the OVC funding ends. The in-kind match must be in the form of staff time, facilities (office space and utilities), time, or agency partnerships. Volunteer time may be used as in-kind match.

Award Period. 12 months, with potential continuation grants for 24 additional months.

Goal. To improve the quality of direct services for victims of crime in Indian Country.

Purpose. To provide seed funding to establish reservation-based victim assistance programs in remote areas of Indian Country where there are limited or no services for victims of crime.

Background. OVC initiated the VAIC Discretionary Grant Program in 1988 to establish reservation-based victim assistance programs in Indian Country. Based on discussions with Tribal leaders, OVC in 1996 investigated new ways to carry out the government-to-government relationship between the Federal government and Indian Tribes. In FY 1997, OVC initiated a new strategy to provide direct victim assistance funding to Indian Tribes and Tribal organizations, while encouraging States to heighten their efforts to support additional Tribal programs with State VOCA victim assistance grant funds.

To ensure continuity of funding and facilitate a smooth transition to this new direct funding strategy, OVC continued to support 31 VAIC grant recipients in FY 1997 at the FY 1996 funding level. In FY 1997, OVC increased the amount dedicated to the VAIC program to one million dollars, an increase of \$260,000 over FY 1996 funding. The increased funding was used to implement a VAIC competitive grant program, and six new programs were funded. Based on working group recommendations and dialogues with the field, the VAIC grant program will become a totally competitive program, with awards based on documented needs.

New and existing programs may apply for this award. Existing programs are expected to demonstrate an increase in services and activities.

Program Strategy. This solicitation invites applicants to conceptualize, develop, and implement a VAIC program designed to improve the ability of the Tribe to provide direct services to victims of crime in Indian Country. This Tribal program will conform with the Victims of Crime Act (VOCA) victim assistance guidelines and VAIC program requirements. Some of the services that may be provided under the program follow:

- Services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter; emergency legal assistance; and other emergency services that are intended to restore the victim's sense of dignity and self-esteem
- Counseling, group treatment, and therapy
- Advocacy on behalf of crime victims including accompaniment to criminal justice offices and court, transportation to court, child care to enable a victim to attend court, restitution advocacy, and assistance with victim impact Statements
- Services that offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks
- Forensic examinations for sexual assault victims (only to the extent that other funding sources are not available)
- Costs that are necessary and essential to providing direct services such as pro-rated costs of rent, telephone service, transportation costs for victims, and local travel expenses for direct service providers
- Costs directly related to providing direct services through staff including salaries and fringe benefits
- Providing opportunities for crime victims to meet with perpetrators
- Providing training for law enforcement personnel

The following services, activities, and costs are not generally considered direct crime victim services but may be considered for limited coverage under the program: skills training for staff; equipment and furniture; contracts for professional services; operating costs such as supplies, printing, postage, brochures that describe available services, books, and other victim-related materials; supervision of direct service providers such as volunteer coordinators; repair and/or replacement of essential items; and presentations made in schools, community centers, or other public forums designed to identify crime victims and provide or refer them to needed services.

The program seeks to fund those Tribal programs that show the capacity to coordinate with other agencies that serve crime victims. Coordination with the following agencies will be a key factor in ranking grantee proposals: U.S. Attorneys' offices; Federal Bureau of Investigation field offices; State VOCA administrators; Bureau of Indian Affairs Law Enforcement Services; the Indian Health Service; and other appropriate agencies. Tribal programs that demonstrate community outreach and establish strong working

relationships with outside and inter-Tribal agencies will receive consideration above those that do not.

As soon as a grant award is made, the Tribe must be ready to hire the program staff as described in the original grant proposal. The hiring of program staff should be implemented within the first two months, if not sooner, of the grant award. Prolonged delays in hiring (six or more months) is disfavored and may affect the program's opportunity for second and third year funding. Applicants are therefore encouraged to discuss the proposed VAIC program with their Tribal Chairperson, Tribal Council, and other Tribal agencies prior to submission of the application to solicit their support and approval of the plan.

A Tribal Resolution must be included with the application that approves commitments and activities for the first year of the grant. For the second and third years, the activities or implementation plans should be outlined in sufficient detail to provide a sense that the proposed program will continue to develop and be a permanent Tribal/Federal partnership that continues past the Federal funding period. Applicants should also consider that, from time to time, program staff may be asked to participate in OVC-sponsored conferences and training sessions to describe demonstration practices, provide program materials and handouts, serve as trainers, or participate in discussion groups and serve on panels.

Eligibility Requirements. Eligible applicants are Indian Tribes, Tribal organizations, and non-profit organizations that provide direct services to victims of crime in areas of Indian Country that are under Federal criminal jurisdiction.

Applications must be signed by the chief executive officer of the Tribe or organization. In those cases where the Tribal Council serves as the governing body, the application must be signed by the Chairman of the Council or other recognized leader of that group.

Application Narrative. Each applicant must submit a narrative of not more than ten (10) pages that addresses the areas listed below. These areas will form the basis for the selection criteria.

1. Describe the need for the program by indicating the following: (40 points).

- What types of victims do you presently serve and/or what are the types of victims you would like to serve?
- What services does your Tribe currently provide to victims of crime, including secondary victims?
- How will the Tribe improve its ability to provide direct services to crime victims with this grant award?
- What victims' needs will you be able to meet with this grant that you have not previously been able to address?
- What statistics can you cite to demonstrate that there is an unmet need for victims services?

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- Does your application describe only VOCA/VAIC eligible activities?

2. Program Implementation. (40 points)

- Did you enclose a time/task line in the proposal, making it is clear what you plan to do and when you plan to do it?
- What system will you establish to record statistical information about victims and victim services that OVC needs for our *Report to Congress*?
- What strengths does your program staff have that would enable them to serve as mentors to other Tribal programs?
- How will you inform your community and outside agencies about your program? Will you use brochures, news articles, personal contacts, etc.?

3. Program Organization. (10 points).

- What staff positions will be hired to carry out the VAIC grant activities?
- What are the title(s) of these staff position(s)?
- How long will it take to hire this staff?
- How will you train your staff?
- How will you coordinate your activities with victim witness coordinators/victim service providers at the U.S. Attorney's office, FBI field office, and State VOCA administrator's office?
- Describe how you plan to involve local law enforcement with your program (training, brochures, or other means).
- Describe your volunteer program, who will coordinate the program, and the training that will be given to volunteers.
- Did a professional grants writer prepare this proposal or did a person who will work in the program prepare this proposal?
- How will you get Tribal support to continue this program once OVC funding ends? Have you discussed the required Tribal Resolution with your Chairperson and Council?

4. Program Budget. (10 points)

See the Budget Detail Worksheet in the forms appendix to the application kit. You must enter budgeted items and their costs on this form. Applicants must justify the cost of individual items such as personnel, travel, etc. and show how they were computed.

Applications containing contracts must include detailed budgets for each organization's expenses. Funds cannot be used for construction costs.

Applicants must include the following in the budget:

- (1) A 2-day planning conference to be held in Washington, DC, shortly after the grant is awarded. Budget a total of \$2,000 for travel for two staff persons to attend – one program staff person and one financial staff person.
- (2) The Seventh Indian Nations Conference to be held in Tulsa, OK, September 1999. Budget \$1,000 for the program staff person to attend.
- (3) Computer equipment and training. Budget an appropriate amount.
- (4) Monthly fees for an Internet service provider for access to the OVC Web page and to have E-mail capability to communicate with OVC staff and other grantees. Budget an appropriate amount.

This program requires documentation of 10 percent in-kind matching funds. (Cash is not required). No indirect costs are allowed in the VAIC program budget.

Application Due Date. Friday, May 14, 1999

Contact Person. Cynthia Darling, 202-616-3571. E-Mail: Cynthia@ojp.usdoj.gov.



Training and Technical Assistance for Victim Assistance in Indian Country (VAIC) Grantees

Award Amount. \$100,000.

Award Period. 12 months, with potential continuation funding for 24 additional months.

Goal. The goal of this project is to ensure the successful establishment and implementation of victim assistance programs in Indian Country.

Purpose. The purpose of the VAIC Grant Program is to create permanent, accessible, and responsive victim assistance services on Indian Tribal lands governed by Federal criminal jurisdiction. This project will provide comprehensive, skills-building training and technical assistance to Indian Tribes and Tribal organizations that have received funding under the VAIC Discretionary Grant Program.

Background. OVC initiated the VAIC Discretionary Grant Program in 1988 to establish “on-reservation” victim assistance programs in Indian Country. Beginning in FY 1997, victim assistance services were funded directly from OVC rather than through the States. In FY 1998, a total of \$740,000 went to support programs previously funded through the States, and \$260,000 was allocated for new programs through a competitive grants review process. In FY 1999, all applicants must participate in a competitive grants review process. Approximately 40 VAIC programs will exist in FY 1999.

Training and technical assistance has been available to VAIC grantees since the inception of the program through individual site visits and regional training events. The OVC grants monitor and the selected training and technical assistance organization will collaborate to determine program needs.

Program Strategy. The tasks, products, and requirements of VAIC training and technical assistance provisions for year 1 of the training grant are listed below:

- Provide one regional training event for VAIC programs per calendar quarter
- Incorporate VAIC’s Mentor Program into the training, using at least four mentors per year in training events so that skilled VAIC program staff may train other VAIC programs having specific needs
- Conduct individual training events at the following three sites, which OVC has determined to have special needs: Zuni, Northern Cheyenne, and Oglala Sioux
- Coordinate all regional training events with U.S. Attorneys’ Offices, Victims of Crime Act (VOCA) State administrators, the Federal Bureau of Investigation, the Bureau of Indian Affairs, and the Indian Health Service
- Conduct one individual training event per quarter at sites determined by the OVC grants monitor and the training and technical assistance organization to need specific assistance
- Provide a written report on all training events

Eligibility Requirements. Eligible applicants are public or private, nonprofit agencies and organizations. Applicants must demonstrate knowledge of the subject matter, including the VOCA Guidelines and VAIC program requirements. Applicants must also have expertise and experience in providing training and technical assistance, preferably to Tribes and Tribal organizations. During the selection process, preference will be given to organizations that are experienced in working with Native American organizations and with victims of crime.

Application. Applicants must follow the guidance provided in Section II, Instructions for Application Narrative.

Application Due Date. Friday, May 14, 1999

Contact Person. Cynthia Darling, 202-616-3571. E-mail: Cynthia@ojp.usdoj.gov.

Demonstration Victim/Witness Assistance Program in Indian Country

Award Amount. \$50,000 for the first year, with continuation funding for a second and third year, contingent upon the grantee's performance, the success of the project, and the availability of Federal funds.

Award Period. 12 months, with potential continuation grants for 24 additional months.

Goal. The goal of this project is to improve the quality of direct services for victims of crime in Indian Country.

Purpose. The purpose of this project is to enhance an existing Tribal victim assistance program into a demonstration victim/witness program site. The project do the following:

- Provide for additional staff to administer services to victims
- Develop a survey designed to select 4-6 Tribes in need of training and technical assistance on victims' issues
- Develop a plan designed to advertise services for on-site training and technical assistance to Tribes
- Develop products designed to provide training and technical assistance, including specific information and materials on victims services such as policies and brochures that can be provided
- Serve as a guide to other Tribes, defining the range of services that can and should be provided to victims and witnesses of crime in Indian Country
- Serve as a demonstration site for Tribes and other victim assistance programs that may wish to copy some or all of the best practices and innovative victim service strategies
- Provide information and materials to other Tribes for establishing similar victim services programs
- Provide on-site mentoring, training and technical assistance to other Tribes upon request

Program Strategy. Applicants may consider requesting additional staff and travel funds that would enable them to provide the following:

- A victim counselor/advocate experienced in crisis counseling who could offer an immediate crisis response to victims and provide appropriate referrals for services
- A victim/witness case service specialist who to notifies victims and witnesses of all proceedings, makes victim/witness appearance arrangements, and coordinates victim impact statements

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- Conduct up to six site visits during the grant period

Eligibility Requirements. Eligible applicants are Indian Tribes, Tribal organizations, and non-profit organizations that provide direct services to victims of crime on Indian reservations that are under Federal criminal jurisdiction. Applications must be signed by the leader or chief executive officer of the Tribe or the organization. In those cases where the Tribal Council serves as the governing body, the application must be signed by the Chairman of the Council or other recognized leader of that group.

Application. Applicants must follow the guidance provided in Section II, Instructions for Application Narrative.

Application Due Date. Friday, May 14, 1999

Contact Person. Cynthia Darling, 202-616-3571. E-mail: Cynthia@ojp.usdoj.gov.

Issues Report on Victims' Rights in Indian Country

Award Amount. \$100,000.

Award Period. 18 months.

Goal. The goal of this project is to document promising approaches to ensuring victims' rights in Indian country.

Purpose. The purpose of this project is to develop an issues report that provides recommendations to assist leaders at the Tribal, State, and Federal levels to expand and enforce rights for victims of crime in Indian Country.

Background. Among the difficulties in ensuring victims' rights in Indian country are outdated Tribal laws, policies, and court procedures; inadequate and unstable funding for victim assistance services; a lack of cross-discipline training opportunities for Tribal and Federal judges and other judicial personnel, U.S. Attorneys' staff, law enforcement officials, social service providers, and other Federal employees on Indian specific issues. In addition, there is a need for intensive technical assistance and specialized training in victim advocacy and assistance issues. There is an absence of Indian representation in all areas of victim services, not just those areas identified as specifically dealing with Indian Country. The issues report proposed by this solicitation will provide information to assist leaders at the Tribal, State, and Federal levels expand and enforce rights for victims of crime in Indian communities.

Program Strategy. OVC began funding reservation-based victim assistance programs in 1988. This solicitation invites applicants to survey at least 25 Tribes to determine how much progress has been made toward establishing rights for crime victims in Indian Country, what rights and services have been established by various Tribes, and what barriers, beyond inadequate resources and funding, exist to enforcing victims' rights. In addition to the problems Stated above, the applicant should examine case tracking systems for child abuse victims, updated and improved investigative techniques, automated notification and tracking systems used by victim advocates, the effect of Tribal politics on implementing and enforcing victims' rights, and the effects of disclosure or privacy restrictions on victims' rights to be informed or notified of the status of cases.

The analysis should focus on the Tribe's law and order code to determine whether it includes Children's Bills of Rights, allows for victim impact Statements, or recognizes any other victims' rights, particularly rights that are accorded other Federal crime victims. In addition, the analysis should take into consideration geographically dispersed Tribes, urban Tribes, rural Tribes, and Tribes from Public Law 280 States.

The products will include a report that contains recommendations, survey guides, completed surveys, model codes, protocols, promising practices, and a dissemination plan. The targeted audience for the report will be leaders of Tribes and Tribal organizations.

Eligibility Requirements. Eligible applicants are American Indian and Alaskan Natives organizations; private, nonprofit agencies; educational institutions; and victim assistance agencies with expertise in Indian country victims' issues.

Application. Applicants must follow the guidance provided in Section II, Instructions for Application Narrative.

Application Due Date. Friday, May 14, 1999

Contact Person. Cathy Sanders, 202-616-3578. E-mail: Cathy@ojp.usdoj.gov.

Post Rape Stress Video for Indian Country

Award Amount. \$75,000.

Award Period. 12 months.

Goal. To minimize victim anxiety during forensic medical exams and reduce acute and long-term post-rape distress for rape and sexual assault victims in Indian country.

Purpose. To develop a hospital-based video and instruction guide that describes forensic medical exam procedures to Indian victims of rape and sexual assault.

Background: Recent studies have shown elevated rates of Post Traumatic Stress Disorder (PTSD) in victims of rape and sexual assault. Almost all reporting rape victims, including child and adolescent victims of sexual assault, meet the criteria for PTSD in the first few weeks after the rape incident; approximately half persist in a chronic course of symptoms for at least three months or more. Rape and sexual assault have also been associated with increased rates of anxiety disorders, weakened mental health, a disproportionate incidence of revictimization, and other risk factors. Taking steps to reduce acute post-rape anxiety might prevent long-term negative mental health outcomes. Many rape victims who report the crime to police are seen within hours after the assault for necessary forensic medical exams. Such contacts provide an opportunity to deliver acute post-rape intervention to target initial distress and anxiety. In fact, this contact may be the only opportunity to intervene with many child and adolescent victims in Indian Country.

Program Strategy. A video and instructional guide will be developed specifically for American Indian and Alaskan Native adolescent victims. Applicants are invited to conceptualize and develop a 15-minute video that could be shown to Indian sexual assault victims prior to forensic medical examinations. The video should provide information about, and a description of, exam procedures, using actors to depict victims undergoing each procedure. The video should be designed to make forensic exams less difficult and mental health outcomes less traumatic. In addition, the video will provide the victim information about recovery and coping skills, methods of recognizing and terminating inappropriate avoidance behavior, and strategies to improve mood while controlling anxiety levels.

Eligibility. American Indian/Alaskan Native organizations, educational and health institutions, and nonprofit video production companies. The applicant must demonstrate a familiarity with or the capability to coordinate with experts in post-rape stress issues, American Indian victims, and health providers. The applicant must possess video production capabilities.

Application. Applicants must follow the guidance provided in Section II, Instructions for Application Narrative.

Application Due Date. Friday, May 14, 1999

Contact Person. Cathy Sanders, 202/616-3578. E-mail: Cathy@ojp.usdoj.gov.

Training and Technical Assistance for Children's Justice Act (CJA) Partnerships for Indian Communities Grantees

Award Amount. \$100,000.

Award Period. 12 months with potential funding for 24 additional months based upon performance.

Goal. The goal of this project is to assist CJA grantees in meeting the objectives of their grant programs and in improving the handling of child victim cases through the provision of culturally relevant training and technical assistance services.

Purpose. To provide culturally relevant skills-building training and technical assistance to American Indian and Alaskan Natives grantees who have received funding through the CJA Discretionary Grant Program. It is anticipated that up to 20 different grantees may require these training services.

Background: The CJA program is designed to develop demonstration projects in Indian communities for the purpose of improving the investigation, prosecution, and handling of child abuse cases, especially cases of child sexual abuse, in a manner that increases support for and reduces trauma to child victims.

OVC seeks to ensure that all Tribal programs funded by the CJA initiative are provided the training and technical assistance necessary to implement their projects successfully. Due to the uniqueness of each Tribe and the variations in size, location, availability of resources and services, legal structure, and law enforcement jurisdiction, OVC believes training and technical support is vital for these programs to achieve their Stated goals and objectives. Child abuse cases on Indian reservations may be investigated by State police, Tribal police, Bureau of Indian Affairs criminal investigators, the Federal Bureau of Investigation, or others. Cases may be prosecuted in Federal, State, and/or Tribal courts. Formal protocols may or may not exist between agencies. In instances where they do exist, they may be fragmented or fail to incorporate a multidisciplinary approach for responding to child abuse, particularly child sexual abuse.

This grant will provide the necessary training and/or technical assistance for the Tribes to develop a multidisciplinary approach to investigating, prosecuting, treating, and advocating for victims of child abuse and child sexual abuse. The training will focus on strategies that minimize the trauma suffered by child victims and maximize the opportunity to provide assistance and services needed to support the child's recovery. Coordination of all entities at the Tribal, Federal, and State levels involved in child abuse cases will be addressed, as well as multidisciplinary approaches for accomplishing systemic change. The improvements are expected to become an ongoing part of the Tribal response.

Program Strategy. The recipient of this grant is expected to establish communications with each CJA grantee, review its grant application, and identify its training and

technical assistance needs. The recipient is then expected to develop a comprehensive training and technical assistance strategy and/or delivery plan, including a training curriculum. The delivery plan should include items such as the types of technical assistance to be provided, the location for providing the assistance, the consultants who will present, anticipated attendance at the training, the reason the training/technical assistance was selected, the estimated cost of the training, the method to be used to assess the effectiveness of the training, the time period during which the training/technical assistance is to be provided, and a plan for responding to requests for follow-up training and technical assistance. OVC encourages maximum use of Internet communications capabilities.

OVC will approve the training and technical assistance delivery plan. Following OVC's approval, the recipient will conduct regional training sessions for several Tribes or provide on-site, individualized training for a given Tribe. If regional training events are selected, one regional training event must be conducted per quarter. OVC recognizes that the requests for training and technical assistance may exceed the availability of resources; therefore, it is very important that the recipient develop and prioritize a delivery plan that maximizes available resources.

The recipient can assume that the CJA grantees have funds for travel, lodging, and per diem expenses for one regional training session. Project costs should cover the development and printing of materials needed to implement the training, and cover travel and per diem expenses for staff and consultants, as well as consultant fees.

In addition, the recipient will work with OVC staff to develop and present workshops at the annual training conference for State CJA grantees sponsored by the National Center on Child Abuse and Neglect, the Indian Nations Conference, and other OVC-sponsored conferences.

Specifically, the recipient will perform the following tasks:

- Assess and identify the grantee's needs for training and technical assistance
- Develop a training strategy and curriculum for each grantee and/or regional training session within 90 days of the award
- Provide on-site training and technical assistance and telephonic technical assistance to enable grantees them to improve the handling of victims of crime
- Assist grantees in developing protocols, manuals, curricula, and other victim related materials that will aid them in improving the investigation, prosecution, and treatment of child abuse cases, particularly child sexual abuse cases
- Identify and collect exemplary program materials such as protocols, training agendas, and brochures that describe available services, Tribal codes, etc., and making the materials available to CJA grantees as examples of effective implementation materials
- Design, develop, and disseminate Indian-specific resource materials to the grantees

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- Provide a written after action report within within 30 days of each training event

Eligibility Requirements. Eligible applicants are public or private nonprofit agencies and organizations and educational institutions. Applicants must demonstrate knowledge of and experience in providing high quality training and technical assistance to Indian Tribes. Preference will be given to organizations who are experienced in working with American Indians, and who have experience in working with victims of crime and related victims issues.

Application. Applicants must follow the guidance provided in Section II, Instructions for Application Narrative.

Application Due Date. Friday, May 14, 1999

Contact Person. Cathy Sanders, 202/616-3578. E-mail: Cathy@ojp.usdoj.gov.

Section II: Application Kit

Instructions for Application Narrative

Program Abstract

Each application must include a program abstract that highlights the purposes, goals, methods, and anticipated benefits of the proposed project. The abstract should not exceed one double-spaced page.

Program Narrative

Each application must contain a program narrative that justifies and describes the program to be implemented. The program narrative may not exceed 30 double-spaced pages on 8½- by 11-inch paper. (Note: Victim Assistance in Indian Country Discretionary grant applicants have a 10 page narrative restriction). Single-spaced or one and one-half spaced narratives will not be accepted. Margins must be no less than 1 inch and the font no smaller than 12 point type. **Applications that do not conform with these requirements will not be forwarded for competitive review.** The 30-page (or 10-page limit) narrative limit does not include the forms, the abstract, and appendices. The position descriptions and qualifications, as well as individual resumes, may be submitted as appendices to the application. Numerous and lengthy appendices and attachments not directly related to the project are strongly discouraged. OVC is unable to copy videotapes and lengthy publications that are sent as examples of the grant applicant's work. Consequently, peer reviewers will not receive these attachments as part of the review process.

The program narrative must include the following:

1. **Program Goals**

Applicants should use the goals Stated in the specific solicitation as the basis for a succinct and clear Statement of their proposed program's projected value to the victims' field. For example, if the solicitation States as its goal, "To increase and enhance services provided by prosecutors to crime victims," then the applicant should briefly explain how their particular proposal will achieve that goal.

2. **Program Strategy and Implementation Plan**

The program strategy must include sufficient detail so that the reader can understand what will be accomplished, how it will be accomplished, and who will accomplish it. The applicant must describe the following:

- The project's intended services and/or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and videotapes

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- The strategy and tasks for developing the services and products
 - How the project will be coordinated with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts
 - Any unusual features of the project, such as design, technological innovations, reductions in cost or time, an extraordinary community, or volunteer or private sector involvement
 - Procedures for testing the service or product or obtaining feedback about their worth to the field
 - The dissemination plan for the product or services

All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and relate the tasks directly to the accomplishment of the project goal(s). Projected activities should be realistic and reflect the project's allocated time, staff, and funding. A clear picture of the contents or components of the product or training is important, as is a detailed plan for packaging and disseminating the product to user groups. In the past, reviewers have given higher scores to applications that describe how they will introduce the products to the field and encourage their use than to applications without this information. Detailed procedures for pilot testing and refining the products have also resulted in higher scores.

Applicants must show they plan cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary to project completion. Tasks and activities described in the narrative should parallel the budget and all the identified costs should accurately reflect the tasks, staff time, supplies, and (if applicable) travel necessary to accomplish the grant-related work.

3. **Organizational Capability, Program Management, and Staffing Plan**

Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and accomplish the tasks of the program for which they are applying. Applications should include a clear description of the applicant's management structure and previous experience with similar or related efforts. Applicants should include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants should describe how the program will be managed, including an organizational chart describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project including detailed position descriptions, qualifications, and selection criteria for each position.

The proposed project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to

provide the needed guidance and supervision. In addition to these items, the applicant may add as attachments or appendices, resumes or other information that qualify the project staff to work on the project.

4. **Time-Task Plan**

Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility and a schedule for the completion of the activities and the submission of finished products. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities, including reproduction of project products and their initial dissemination, will occur within the proposed project period. Applicants should consider the OVC requirement to submit final drafts of all publications, including videos, 120 days prior to the end of grant periods. The plan must also provide for the submission of written progress reports. All recipients are required to submit semiannual progress reports.

5. **Program Budget**

The applicant will enter budgeted items and their costs on a budget detail worksheet with a thorough justification for all costs, including the basis for computing the costs. The budget must be complete, reasonable, and directly related to the activities proposed in the application. The Budget Detail Worksheet is located in the forms appendix to the application kit. Applicants must justify the cost of individual items such as personnel, travel, etc. and show how they were computed. **A budget narrative that justifies all costs must also be included.** Applications containing contracts must include detailed budgets for each organization's expenses. Applicants should plan to attend an OVC discretionary grantee meeting and, with the exception of local grantees, budget this at an annual cost of \$1,000. OVC's VOCA funds cannot be used to cover construction costs, prevention activities, or costs relating to offender rehabilitation or counseling.

6. **Assessment**

Each application must provide a plan for assessing the project's effectiveness. The assessment should include, at a minimum, the units of service provided; the number of individuals trained; how training affected program development and implementation; cost per unit of training; the number of agencies that were provided technical assistance; the number and type of products disseminated; the target audience; user satisfaction; cost-effectiveness of the program, service, or product; and the benefit to the field. Information about how well the program, service, or product worked, unanticipated benefits that resulted, and the program's ability to be replicated by others are elements that should be included in the plan for assessing the program. For technical assistance projects, applicants should develop a mechanism for gathering feedback from both the users and providers of the technical assistance. The OVC project manager is available to offer guidance to grantees on performance measures once an award has been made.

Applicants should include plans to capture both outcome data and information on long-term change as a result of the proposed project. Applicants should identify challenging but achievable outcomes in their proposals and describe how they plan to assess performance in attaining the identified outcomes. The applicant should identify staff members responsible for completing the assessment. Assessment information may be submitted as part of the semiannual progress report, but must be submitted as part of the final report that is due within 120 days of project completion.

OVC submits this information annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successful. These findings help provide justification for continuing OVC's discretionary grant program.

Procedures for Selection

OVC staff review applications for completeness and basic responsiveness to the individual solicitation. Responsive applications will be forwarded to peer review panels of individuals with expertise in the respective topic areas. The peer review panelists will score each application using specific selection criteria. The peer review panel will then, as a group, generate an average score and rank for each application and make recommendations for awards to the Director of OVC and the Assistant Attorney General for Justice Programs. Final selection will be based upon the scoring system and other considerations like previous performance on Federal grants. The Assistant Attorney General for Justice programs has the ultimate authority to select applications for funding.

Applications for each program described in Section I (except for the Victim Assistance in Indian Country Discretionary Grant Program, which designates other selection criteria and point values) will be evaluated and rated based on the extent to which they meet the selection criteria listed below.

Selection Criteria

1. **Project Strategy/Design** (40 points). This criterion addresses how well the project design supports the purpose and goals of the grant program. The applicant's strategy or design must include a description of project phases, tasks, activities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies major activities and products.
2. **Implementation Plan and Budget** (20 points). This criterion measures how well the program will be managed. Reviewers will examine the identified project tasks, milestones, and the assignment of staff resources within the framework of the proposed time/task line. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner.

The applicant must explain how budget items are computed and why they are vital to the project, clearly relating the items to identified tasks described in the

narrative. For example, if the applicant has planned an extensive survey, the budget should reflect the staff time necessary to identify the sample, make follow-up calls, and conduct other activities to collect information. If an applicant proposes distributing a large number of training manuals, the budget should allocate sufficient funds for printing and postage. Applicants should not include items that are not fully necessary to the project, such as a computer for developing a small, printed product (for example, brochures).

3. **Organizational Capability** (30 points). Points will be awarded based on the applicant's Stated capability to undertake and complete a national-scope, Federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of 1) the applicant's described management structure, previous experience with similar or related efforts, and financial capability (15 points), and 2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks (15 points). Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives of the grant for which they are applying.
4. **A Plan for Measuring Progress and Outcome** (10 points). This criterion assigns points to the applicant's plan for determining how the proposed project will accomplish its purpose. All applications must contain a plan for evaluating the accomplishment of project objectives. Applicants should describe the criteria and units of measurement used to assess the project's effectiveness such as number of individuals trained, positive changes that trainees have made as a result of the training, any new capacity or improved response to victims resulting from the training, the number and type of agencies that received technical assistance, the number and type of products disseminated, user satisfaction data, and the cost-effectiveness of the project. Requests for materials and for repeat training may also be indicators of success. For training or technical assistance projects, applicants should develop a mechanism for gathering feedback from the consumers and providers. For example, both the opinions of those who receive the training (trainees) and the opinions of those who use the product to provide training or information to others (trainers) must be considered in evaluating or assessing the success of the product. Applicants must describe how the evaluation data will be gathered and analyzed.

Quality of Previous Performance

Prior to making final selections for funding specific applicants, the Director of OVC and the Assistant Attorney General for Justice Programs will consider information about the performance of applicants on previous grants awarded by OVC, OJP, or other Federal agencies. Emphasis will be placed on the delivery of complete, responsive products that produced tangible benefits. Applicants who have failed to meet grant deadlines, did not comply with OJP financial requirements, or did not adjust to difficulties by setting revised time/task lines will not be favorably considered for funding.

Administrative and Financial Requirements

The use of discretionary grant funds is governed by the provisions of the Office of Management and Budget (OMB) circular A-110. Additional information and guidance are contained in the Office of Justice Programs' *Financial Guide*, which includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies of the Guide are available from the Department of Justice Response Center at 1-800-421-6770.

Assurances

Each application must include the OJP Assurances Form (OJP Form 4000/3). The form assures compliance with the requirements for receiving Federal funds. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in withholding funds, termination of the award, or other sanctions.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant is required to complete, sign, and include in the application a copy of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements Form. By signing this certification, the applicant agrees to comply with the following requirements:

Lobbying. The applicant and its subgrantees, contractors, and subcontractors will not use Federal funds for lobbying and will disclose all lobbying activities. Indian Tribes or Tribal organization applicants may delete the *Disclosure of Lobbying Activities* Form from their applications. **Indian Tribes are exempt from certifying that they will not use Federal funds for lobbying.** All other applicants must submit this form .

Debarment. OJP requires that the applicant and principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; they have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false Statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace. The applicant will or will continue to provide a drug-free workplace.

Signing these forms commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR Part 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

Civil Rights

All recipients of Federal grant funds must comply with the nondiscrimination requirements set forth in various Federal laws. All applicants should consult the assurances to understand the applicable legal and administrative requirements. If, after a due process hearing, any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds, the recipient must agree to forward a copy of the finding to the OJP Office of Civil Rights.

If the applicant is applying for a grant of \$500,000 or more, U.S. Department of Justice regulations (28 CFR 42.301 *et seq.*) require that an Equal Employment Opportunity Plan be included with the application submission if it is not already on file.

List of Federal Efforts

Please provide information in your application on (a) active Federal grant awards (from the Department of Justice or other Federal agency) already supporting this or related efforts; (b) information on any pending application(s) for Federal money for this or related efforts; and (c) how these would be coordinated with the funding sought by this application. For each, please include the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose. This information is requested to encourage better coordination among Federal agencies in addressing State and local needs.

“Related efforts” is defined for these purposes as follows:

- The same purpose (that is, the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants)
- Another phase or component of the same program/project (for example, to implement a planning effort funded by other Federal monies or to provide a substance abuse treatment or education component within a criminal justice project)
- Providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in your application.

Your list of Federal efforts should be included as an attachment to the grant application.

Reporting Requirements

Semiannual Progress Report or Categorical Assistance Progress Report, OJP Form 4587/1. OVC Program Managers should be kept up-to-date on project activities. Written progress reports should inform the Program Manager of tasks that have been completed and whether significant delays or departures from the original work plan are expected. Recipients are required to submit semiannual progress reports. The progress reports describe activities during the reporting period and the status of the

project or accomplishment of objectives as set forth in the approved award documents and/or in the subsequently approved project time line. Progress reports must be submitted within 30 days after the end of the reporting periods, which are **June 30 and December 31** for the life of the award. OVC may opt, by special condition to the award, to combine the first report into the subsequent reporting period. For example, if the begin date on the award is June 1, OVC may opt to receive the first report 30 days after the December 31 reporting period. An original and two copies of the progress report must be sent to the Office of the Comptroller, Control Desk, Rm 5303, 810 7th Street NW, Washington, DC 20531-0001.

A final report that provides a summary of progress toward achieving the goals of the grant, major project activities, significant results, and any products developed is due 120 days after the end date of the grant. Report forms will be provided to the recipient by the Office of the Comptroller in the initial award package. OVC uses the data provided in these semiannual progress reports to meet the GPRA requirements for information on individual program results and outcomes. The GPRA report is reviewed and used to determine OVC's effectiveness.

OVC's VAIC (Victim Assistance in Indian Country Discretionary Grant Program) requires an additional report, the VAIC Performance Report. **This report is due 31 days after the end of the calendar year**, January 31, 2000. The report includes statistical and narrative information on the VAIC Program. These report forms will be included in the grant award package. This information is included in OVC's *Report to Congress*. The VAIC Performance Report should be sent to Cynthia Darling, OVC, 810 7th Street NW, Washington, DC 20531.

Financial Status Reports. Financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter that the award is active. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package.

Fund draw-downs and future awards may be withheld if progress and financial status reports are delinquent. **An original and two copies of all reports must be sent to the Office of the Comptroller, Control Desk, Rm 5303, 810 7th Street NW, Washington, DC 20531-0001.**

Single Audit Report. Recipients that expend \$300,000 or more of Federal funds during the fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is currently due to the Federal Audit Clearinghouse, Bureau of Census not later than 13 months after the end of the recipient's fiscal year. For fiscal years beginning on or after July 1, 1998, the audit report will be due 9 months after the end of the recipient's fiscal year.

Publications

OVC has developed an *OVC Publications Guide* that provides guidance to grantees on developing products that are to be published through OVC's discretionary grant program. The Guide is available on the World Wide Web from OVC's homepage at www.ojp.usdoj.gov/ovc/ or by contacting Bill Brantley at 202-616-3574. **Applicants should note that final drafts of all publications developed under grant funding must be submitted to OVC 120 days prior to the end of their grant period.** This allows OVC to conduct an internal review, an external peer review of the draft, and a review by other Department of Justice components. In the event that grantees fail to provide final drafts within this time period, OVC will issue no-cost extensions to the grant period; no additional funds will be made available to the grantee in the event that substantive changes to the publication are required by the grantee. Final publications will be printed by OVC. Only a small printing budget will be approved for grantees who develop materials that must be "pilot tested" prior to the completion of the grant. Applicants should build the 120-day publication review period deadline into their grant time/task lines.

In cases where grantees perform the dissemination of their findings through a variety of media such as professional journals, books, and conferences, the grantee should send copies of such publications to the Program Manager as they become available, even if they appear well after a project expires. OVC imposes no restriction on the publication and dissemination of these products other than the following mandatory acknowledgment and disclaimer on the product:

*This project publication was supported by grant number _____
from the Office for Victims of Crime. Points of view are those of the
author(s) and do not necessarily represent the position of the U.S.
Department of Justice.*

Grantee Responsibilities

Award recipients and Project Directors assume certain responsibilities as part of their participation in government-sponsored grant programs. OVC's monitoring activities are intended to help grantees meet these responsibilities. They are based on good communication and open dialogue conducted amicably with mutual respect. Some elements of this dialogue follow:

- Frequent, open communication with OVC in the early stages of the grant as the project design develops and becomes operational
- Timely communication with OVC regarding developments that might affect the project's compliance with schedules, activities, and products set forth in the proposal
- Communication with other OVC grantees conducting related training and technical assistance or demonstration projects. The applicant should anticipate either a post-award meeting with the OVC program monitor or an OVC meeting of discretionary grantees; nonlocal applicants should budget for meeting costs of \$1,000 for each year of the grant

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- Readily comply with OVC requests for brief descriptions of the project and its activities whenever such information is needed to meet OVC's reporting requirements to Congress. OVC will provide as much advance notification of these requests as possible, but will expect a timely response from grantees to these requests. OVC will accept requested information through electronic media
 - Provide OVC information about presentations based on the work of the project at conferences, meetings, and elsewhere
 - Provide OVC prepublication copies of articles and notice of interviews that are based on the project, appearing in print or other media, either during or after the life of the grant
 - Meet OVC staff and present up-to-date report on the activities of the project. If this is anticipated, include relevant travel costs in the budget

Timeliness

Grantees are expected to complete award products within the time frames agreed upon by OVC and the grantee. OVC recognizes there are legitimate reasons for project extensions. OVC does not, however, view it a legitimate reason for delay if the grantee assumes additional projects that impinge upon previous time commitments. If a delay is anticipated, the grantee must contact the assigned OVC program specialist to negotiate a new due date; the grantee must submit a revised time/task line for the extended project. Projects with unreasonable delays may be terminated administratively. In this situation, any remaining funds are withdrawn from the grantee. Future applications from the Project Director or the recipient institution are subject to strict scrutiny and may be denied based on past failure to meet minimum standards.

Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a grantee for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the Victims of Crime Act of 1984 as amended, applicable OVC program guidelines, or other provisions of Federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in the cooperative agreement or grant application
- Failure to adhere to grant agreement requirements, standard conditions, or special conditions
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding
- Failure to submit reports

-
- Filing a false certification in the application or other report or document
 - Other good cause shown

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those described in Department of Justice regulations in 28 CFR part 18.

Forms Appendix

Application for Federal Assistance (SF 424 Form)

Instructions for Completion of the Application for Federal Assistance (SF 424)

Sample SF 424 Form

Budget Detail Worksheet Form

Sample Budget Detail Worksheet Form

Assurances Form

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Disclosure Form to Report Lobbying

Single Audit Act Information (This is only required for recipients who expend \$300,000 or more of Federal funds during the fiscal year)

Civil Rights Information

Accounting System and Financial Capability Questionnaire
(Complete this form if you are a new non-profit organization who has not received Office of Justice Programs funds in the past.)

Application Checklist

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most Federal agencies for application for Federal assistance. It contains 18 different items, all of which must be completed in order for your application to be reviewed. The Office for Victims of Crime cannot accept the application without a completed and signed SF 424.

- Item 1** **Type of Submission:** OVC discretionary grant funds cannot be used for construction or building purposes. Check the "Non-Construction" box in the application section.
- Item 2** **Date Submitted:** Indicate the date you sent the application to OVC. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
- Item 3** **Date Received by State:** Leave blank. OVC applicants are exempted from the requirement to submit applications to a State Single Point of Contact.
- Item 4** **Date Received by Federal Agency:** This item will be completed by OJP.
- Item 5** **Applicant Information:** The "Legal Name" is the unit of government or the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus, the city or township should be entered into the Legal Name box and the name of the law enforcement or other agency should be entered into the Organizational Unit box. One person should be designated as the contact for the proposed project, and that person's telephone number should also be included. It is not unusual for the name of the contact person to differ from the authorized representative of your agency in item 18 below.
- Item 6** **Employer Identification Number:** Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
- Item 7** **Type of Applicant:** Enter the appropriate letter in the space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium."
- Item 8** **Type of Application:** Check "new."
- Item 9** **Name of Federal Agency:** Type in "Office for Victims of Crime."
- Item 10** **Catalog of Federal Domestic Assistance Number:** For OVC discretionary grants, the number is 16.582, and the title is Crime Victim

Assistance/Discretionary Grants. The number for the Children's Justice Act Discretionary Grant Program for Native Americans is 16.583.

- Item 11** **Descriptive Title of Applicant's Project:** Type in: (1) the title of the program as it appears in the solicitation or announcement, and (2) the name of your cognizant Federal agency. The cognizant Federal agency is generally the Federal agency from which the applicant agency receives the most Federal dollars.
- Item 12** **Areas Affected by Project:** Identify the geographic area(s) encompassed by the project. Indicate "Statewide" or "National," if applicable.
- Item 13** **Proposed Project Dates:** Fill in the begin and end dates of the project. These dates may be adjusted by the OVC when the award is made. Most projects under this solicitation will begin on October 1, 1999.
- Item 14** **Congressional Districts:** Fill in the number of the congressional district in which the project will be located as well as the congressional district(s) the project will serve. Indicate "Statewide" or "National," if applicable.
- Item 15** **Estimated Funding:** On line "a," type in the amount of Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b through f," as appropriate.
- Item 16** **State Executive Order 12372:** OVC applicants are exempted from the requirement to submit applications to a State Single Point of Contact. Please mark the appropriate box in item 16. The answer is, **No, program is not covered by E.O. 12372**.
- Item 17** **Delinquent Federal Debt:** This question applies to the applicant organization. Categories of debt include delinquent audit disallowances, loans, and taxes.
- Item 18** **Authorized Representative:** Type the name of the person legally authorized to enter into contracts on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
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TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
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TOTAL _____

D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included either in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
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TOTAL _____

Supply Items	Computation	Cost
		TOTAL _____

Purpose	Description of Work	Cost
		TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
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Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

Item	Location	Computation	Cost
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Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For

Description	Computation	Cost
		TOTAL _____

Description	Computation	Cost
<p>TOTAL _____</p>		

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Non-Federal Amount _____

Sample Budget Detail Worksheet

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a one year budget period and 25% cash match requirement)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
John Smith, Investigator	$(\$50,000 \times 100\%)$	\$ 50,000
2 Investigators	$(\$50,000 \times 100\% \times 2)$	\$100,000
Secretary	$(\$30,000 \times 50\%)$	<u>\$ 15,000</u>
		\$165,000
Cost of living increase	$(\$165,000 \times 2\% \times .5\text{yr.})$	\$ 1,650
Overtime per investigator	$(\$37.50/\text{hr} \times 100 \text{ hrs.} \times 3)$	\$ 11,250

The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$177,900

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Employer's FICA	$(\$177,900 \times 7.65\%)$	\$13,609
Retirement	$*(\$166,650 \times 6\%)$	\$ 9,999
Uniform Allowance	$(\$50 \text{ mo.} \times 12 \text{ mo.} \times 3)$	\$ 1,800
Health Insurance	$*(\$166,650 \times 12\%)$	\$19,998
Workman's Compensation	$(\$177,900 \times 1\%)$	\$ 1,779
Unemployment Compensation	$(\$177,900 \times 1\%)$	\$ 1,779
* $(\$177,900 \text{ less } \$11,250)$	TOTAL	<u>\$ 48,964</u>

Total Personnel & Fringe Benefits_ \$226,864

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training field interviews advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Boston	Airfare	$(\$150 \times 2 \text{ people} \times 2 \text{ trips})$	\$ 600
		Hotel	$(\$75/\text{night} \times 2 \text{ nights} \times 2 \text{ people} \times 2 \text{ trips})$	\$ 600
		Meals	$(\$35/\text{day} \times 3 \text{ days} \times 2 \text{ people} \times 2 \text{ trips})$	\$ 420
Investigations	New York City	Airfare	$(\$600 \text{ average} \times 7)$	\$4,200
		Hotel &	$(\$100/\text{day average} \times 7 \times 3 \text{ days})$	\$2,100
		Meals		

Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based upon applicant's formal written travel policy.

TOTAL \$7.920

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
3 - 486 Computer w/CD ROM	(\$2,000 x 3)	\$6,000
Video Camera		\$1,000

The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7.000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items costing less than \$5,000, such as books, hand held tape recorders and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies	(\$50/mo x 12 mo)	\$ 600
Postage	(\$20/mo x 12 mo)	\$ 240
Training Materials	(\$2/set x 500 sets)	\$1,000
Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.		
TOTAL		<u>\$1,840</u>

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category,

Purpose	Description of Work	Cost
Renovation	Add walls	\$5,000
	Build work tables	\$3,000
	Build evidence storage units	\$2,000
TOTAL		<u>\$10,000</u>

The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$250 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
John Doe	Forensic Specialist	(\$150/day x 30 days	\$4,500

John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.

Subtotal \$4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Airfare	Miami	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,696

Joe Doe is expected to make up to 6 trips to Miami to consult en homicide cases.

Subtotal \$5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Intelligence System Development	\$102,000

The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.

Subtotal \$102,000

TOTAL **\$111,900**

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and

investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 12 mo.)	\$10,500

This rent will pay for space for the new homicide unit. No space is currently available in city owned buildings.

Telephone	(\$100/mo. x 12)	\$ 1,200
Printing/Reproduction	(\$150/mo. x 12)	\$ 1,800

TOTAL \$13,500

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
10% of personnel and fringe benefits	(\$226,864 x 10%)	\$22,686

The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)

TOTAL \$22,686

Budget Summary - When you have completed the budget worksheet, transfer the totals for each

category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$177,900</u>
B. Fringe Benefits	<u>\$ 48,964</u>
C. Travel	<u>\$ 7,920</u>
D. Equipment	<u>\$ 7,000</u>
E. Supplies	<u>\$ 1,840</u>
F. Construction	<u>\$ 10,000</u>
G. Consultants/Contracts	<u>\$111,900</u>
H. Other	<u>\$ 13,500</u>
Total Direct Costs	<u>\$379,024</u>
I. Indirect Costs	<u>\$ 22,686</u>
TOTAL PROJECT COSTS	<u>\$401,710</u>

Federal Request **\$301,283**

Non-Federal Amount **\$100,427**

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. post award	3. Report type: <input type="checkbox"/> a. Initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ Quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> Congressional District, <i>if known</i> :		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :
6. Federal Department/Agency: 	7. Federal Program Name/Description: CDFA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Entity <i>(if individual, last name, first name, MI)</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI)</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

(Detach and Submit with Application
SINGLE AUDIT ACT INFORMATION

Application must provide the following information as required by OMB Circular No. A-128 "Audit of State and Local Governments". (Single Audit of 1984, P.L. 98-502).

Period of Fiscal Year_____

(Example: 7/1-6/30/96 or 10/30/95-9/30/96)

Name and Address of designated Cognizant Federal Agency

(Example: HHS, DOL, HUD, DOJ, Agriculture)

Name

Address

City, State, and Zip Code

(Detach and Submit with Application

CIVIL RIGHTS INFORMATION

List below the name, title, address, and telephone number of the civil rights contact person who has lead responsibility for ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters with the Office of Civil Rights for the Office of Justice Programs.

Name

Title

Address

City, State, and Zip Code

Telephone Number



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP guideline manual entitled, "Financial and Administrative Guide for Grants."

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant, for each action program covered by a State's grants and for each subgrant awarded by the State.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

a. When was the organization founded/incorporated? (month, day, year)	b. Principal Officers	Titles
c. Employer Identification Number:		
d. Number of Employees		
Full Time: Part Time:		

2. Is the firm affiliated with any other firm? ☐ Yes ☐ No
If "yes", provide details:

3. Total Sales/Revenues in most recent accounting period. (12 months)
\$

SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? ☐ YES ☐ NO

a. If yes, provide name and address of Agency performing review:

b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.

Note: If review occurred within the past three years, omit questions 2-9 of this Section and Section D.

2. Which of the following best describes the accounting system? ☐ Manual ☐ Automated ☐ Combination

3. Does the organization use a double-entry system in accounting for program funds? ☐ Yes ☐ No ☐ Not Sure

4. Does the accounting system identify the receipt and expenditures of program funds separately for each contract/grant? ☐ Yes ☐ No ☐ Not Sure

5. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget? ☐ Yes ☐ No ☐ Not Sure

6. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? ☐ Yes ☐ No ☐ Not Sure

7. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? ☐ Yes ☐ No ☐ Not Sure

8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:

a. Total funds available for a grant?

☐ Yes ☐ No ☐ Not Sure

b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?

☐ Yes ☐ No ☐ Not Sure

9. Is the firm generally familiar with the existing regulations and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants?

☐ Yes ☐ No ☐ Not Sure

SECTION D: FUND CONTROL

1. Is a separate bank account maintained for grant/contract funds? ☐ Yes ☐ No ☐ Not Sure
2. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified? ☐ Yes ☐ No ☐ Not Sure
3. Are the officials of the firm bonded? ☐ Yes ☐ No ☐ Not Sure

SECTION E: FINANCIAL STATEMENTS

1. Did an independent certified public accountant (CPA) ever examine the financial statements? ☐ Yes ☐ No
2. If an independent CPA review was performed please provide this office with a copy of their latest report and any management letters issued. ☐ Enclosed ☐ N/A
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:
4. If an independent CPA has never examined your financial statements, please develop and provide this office with a copy of the following financial statements:
a. A detailed "Balance Sheet" for the most current and previous year; and
b. A detailed "Income Statement" for the most current and previous year.

SECTION F: ADDITIONAL INFORMATION

1. Use this space for any additional information (indicate section and item numbers if a continuation)

SECTION G: APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

- | | |
|--------------|---|
| 1. Signature | b. Firm Name, Address, and Telephone Number |
| a. Title | c. Application Identifier Number |

SECTION H: CPA CERTIFICATION

The purpose of the CPA certification is to assure the Federal agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/local funds available for the conduct of the grant programs and projects are disbursed and accounted for properly.

- | | |
|--------------|---|
| 1. Signature | b. Firm Name, Address, and Telephone Number |
| a. Title | |

Application Checklist

Use this checklist to ensure that your application is complete. Failure to include any of the following items may result in disqualification. All forms, assurances, and lists of contacts are provided in the pages that follow.

- G Complete and sign the Standard Form (SF) 424, Application for Federal Assistance.
- G See item 10 on the SF 424. The catalog of Federal Domestic Assistance number is 16.582 for the Victims of Crime Discretionary Grant Program and 16.583 for the Children's Justice Act Partnerships for Indian Communities Program.
- G Complete the Budget Detail Work Sheet (including any necessary narrative).
- G Sign the Assurances.
- G Attach the Civil Rights Information sheets.
- G Complete and sign the Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- G Include the list of Federal efforts if applicable.
- G Include the program abstract.
- G Check to see that the program narrative addresses the items requested in "Instructions for Application Narrative."
- G If you have not received Federal funds in the past, fill out the OJP Form 7120, Accounting System and Financial Capability Questionnaire.
- G Print the application on 8 ½ inch x 11 inch paper on one side of the paper.
- G Limit the program narrative section to 30 double-spaced pages in no less than 12-point type. The 30 page limit does not include the abstract, forms, and appendices.
- G Include position descriptions, staff qualifications, and individual resumes as appendices or attachments to the program narrative.
- G Submit the completed grant application with original signatures and **two additional** copies. Please do not bind, coil bind, or staple the applications.
- G Submit all applications (to arrive) by the deadline date.
- G Mail or hand-deliver the application package to: Office for Victims of Crime Mail Room
810 7th Street, NW.
Room 8201
Washington, D.C. 20531-0001
- G Or, Federal Express application package to: Office for Victims of Crime Mail Room
810 7th Street, NW.
Room 8201
Washington, D.C. 20001

Note: Federal Express uses a different zip code.